

SECRET

6-2009

OCT 28 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Request for Approval of T/O Change, [REDACTED], DD/P 25X1A8a

1. The subject request involves the reclassification of position B-169, GS-5, Secretary-Steno, Administrative Division, [REDACTED] to 25X1A8a GS-14, Operations Officer General, Office of the Chief (Tab A).
2. The AD/P has approved classification of this position (Tab B).
3. The Chief, Budget Division has ascertained that sufficient funds are available (Tab C).
4. In view of the fact that the duties and the present incumbent are being transferred from the [REDACTED], it is recommended that the position also be transferred to the [REDACTED] and slot B-169 be abolished. 25X1A8a 25X1A8a

[REDACTED]

25X1A9a

Chief, Management Staff

Attachments:

- Tab A - Reclassification of position B-169-
- Tab B - Approval by AD/P
- Tab C - Budget to provide funds-

APPROVED:

DISTRIBUTION:

Date

2 Nov 54

3

Orig & 1 - Office of Personnel

2 - DD/A

2 - DD/P

Admin.

1 - Compt.

1 - MS

Oneback

L. K. WHITE
Deputy Director
(Administration)

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[Signature]
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SEP 14 1954

MEMORANDUM FOR: CHIEF, MANAGEMENT STAFF

SUBJECT : Reclassification of T/O Position

REFERENCE : Attached Memo to DD/P, dated 19 Aug. '54,
Subject: "Changes in Responsibilities and
Assignments," signed by [REDACTED] C/DC
and approved by COP for DD/P

25X1A8a

1. In accordance with referenced memo it is requested
that position No. B-169 - GS-5, Sec.-Steno, Administrative
Division, [REDACTED] be abolished and that a GS-14 position,
Ops Off. Gen., be established in the Office of the Chief,
[REDACTED]

25X1A8a

25X1A8a

25X1A2. The incumbent of the GS-14 position will maintain
[REDACTED]

3. Attached is detailed position description of the
functions to be performed.

25X1A9a

25X1A8a

2 Enclosures w/orig only

- (1) Memo to DD/P, dated 19 Aug. '54
- (2) Position Description

25X1A9a

CONCUR

DD/P - Administration

Date

Distribution: Orig. & 2 - Addressee

SEP 17 1954

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MS 257
CWD ref

OCT 26 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Reclassification of T/O Position

REFERENCE : Memorandum For Chief, MS From Chief,
[REDACTED] dated 14 September 1954, 25X1A8a
Same Subject (MS 257)

The Office of Personnel approves the basic request,
subject to the classification of the proposed duties as
Liaison Officer, GS-0132.22-14.

[REDACTED]

25X1A9a

Assistant Director for Personnel

Attachment:

Memorandum As Referenced

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OCT 27 1954

~~SECRET~~

MS-257

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 14 OCT 1954

FROM : Chief, Budget Division

SUBJECT: Reclassification of T/O Position

1. Reference is made to the memorandum to the Chief, Management Staff, from the Chief, [REDACTED] dated 14 September 1954, same subject.

25X1A8a

2. This office has assumed that the proposed reclassification will result in a requirement for additional funds for 17.9 pay periods, or \$4,268 for the current fiscal year.

3. Based on the foregoing, it may be stated that sufficient funds are available in the present [REDACTED] allocation to cover the requested reclassification.

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[REDACTED] 25X1A9a

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OCT 15 1954